

# Email Etiquette Unit

## Online Student Etiquette

### PDF & Digital Formats



# RESOURCE INCLUDES

- 5 Engaging Lessons
- Graphic Organizers
- Google Slideshow
- Teacher Instructions
- Assessment Rubrics
- Print & Digital Formats
- Individual PDFs of student pages to post to Google Classroom™



PDF & Digital Formats

# EXAMPLE PAGES

## LESSON 1



### Email Etiquette

Lesson Overview: Students will learn the proper etiquette for sending an email.

#### Required Materials:

- Video [How To Write a Professional Email – For Students, By Students](#)
- Internet access, projector, speakers
- A class set of student devices
- Class set of the paper or digital version of:
  - Email Etiquette Guided Notes (Option 1 or 2)
  - Email Etiquette Lesson Slideshow
  - Email Etiquette Practice Sheet
  - Email Etiquette Graphic Organizer

#### Teacher Instructions:

1. Let students know that they will be reviewing email etiquette today, and how to send an appropriate and respectful email.
2. Show students the video – [How To Write a Professional Email – For Students, By Students](#).
3. Hand out the Email Etiquette Guided Notes sheet (choose one) and go through the slideshow as a class. Students should complete the guided notes sheet as you go through the slideshow.
4. Hand out the Email Etiquette Practice Sheet and model the first one for students, then decide if they will work in groups, partners, or individually to complete it.
5. Hand out the Email Etiquette Graphic Organizer handout and model for students how to complete the handout (there is a teacher answer key that you can use).

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## EMAIL ETIQUETTE NOTES

What is Etiquette?
Parts of an Email
Information
Salutation

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## SAMPLE EMAIL OF WHAT NOT TO WRITE



To: teacher@sampleaddress.com
CC/BCC:
From: student@sampleaddress.com
Subject: wut??????
<p>hey mr ru what r we Supposed to do for the asignment 2morow? I don't get it!!!!!!?!? if i dont do this asignment my mom wont let me play video games and i neeeeeed to play video games.</p> <p>also why DiD get a 50 on the asignment from 2 wEeKs aGo????? i cant believe u wld do that to me!</p>

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# CURRICULUM ALIGNMENT

## Common Core Standards

### 6<sup>th</sup> Grade Writing and Language:

- CCSS.ELA–Literacy.W.6.2A
- CCSS.ELA–Literacy.W.6.2B
- CCSS.ELA–Literacy.W.6.2C
- CCSS.ELA–Literacy.W.6.2D
- CCSS.ELA–Literacy.W.6.2E
- CCSS.ELA–Literacy.W.6.2F
- CCSS.ELA–Literacy.W.6.4
- CCSS.ELA–Literacy.W.6.6
- CCSS.ELA–Literacy.W.6.10
- CCSS.ELA–Literacy.L.6.1
- CCSS.ELA–Literacy.L.6.2

### 7<sup>th</sup> Grade Writing and Language:

- CCSS.ELA–Literacy.W.7.2A
- CCSS.ELA–Literacy.W.7.2B
- CCSS.ELA–Literacy.W.7.2C
- CCSS.ELA–Literacy.W.7.2D
- CCSS.ELA–Literacy.W.7.2E
- CCSS.ELA–Literacy.W.7.2F
- CCSS.ELA–Literacy.W.7.4
- CCSS.ELA–Literacy.W.7.6
- CCSS.ELA–Literacy.W.7.10
- CCSS.ELA–Literacy.L.7.1
- CCSS.ELA–Literacy.L.7.2

# CURRICULUM ALIGNED

- CCSS.ELA–Literacy.W.8.2B
- CCSS.ELA–Literacy.W.8.2C
- CCSS.ELA–Literacy.W.8.2D
- CCSS.ELA–Literacy.W.8.2E
- CCSS.ELA–Literacy.W.8.2F
- CCSS.ELA–Literacy.W.8.4
- CCSS.ELA–Literacy.W.8.6
- CCSS.ELA–Literacy.W.8.10

- CCSS.ELA–Literacy.L.8.2
- CCSS.ELA–Literacy.L.8.3

## Ontario Curriculum

Grade 6 Media Literacy: 2.1, 2.2, 3.1, 3.2, 3.3, 3.4

Grade 6 Writing: 1.1, 1.2, 2.2, 3.4, 3.8

Grade 7 Media Literacy: 2.1, 2.2, 3.1, 3.2, 3.3, 3.4

Grade 7 Writing: 1.1, 1.2, 2.2, 3.4, 3.8

Grade 8 Media Literacy: 2.1, 2.2, 3.1, 3.2, 3.3, 3.4

Grade 8 Writing: 1.1, 1.2, 2.2, 3.4, 3.8

# LESSON OUTLINE



Lesson	Lesson Title	Suggested Time
Lesson 1	Email Etiquette	1 Period
Lesson 2	LMS (Online Learning) Etiquette	0.5 – 1 Period
Lesson 3	How to CC / BCC on an Email	0.5 – 1 Period
Lesson 4	How to Attach Files to an Email	0.5 – 1 Period
Lesson 5	How to Organize Your Inbox	0.5 – 1 Period

# LESSON 1



## Email Etiquette

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# DETAILED LESSONS

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# EMAIL ETIQUETTE NOTES

What is Etiquette?

Parts of an Email

## GRAPHIC ORGANIZERS

Information

Salutation

# SAMPLE EMAIL OF WHAT NOT TO WRITE



To: teacher@sampleaddress.com

CC/BCC:

From: student@sampleaddress.com

## STUDENT SAMPLES

hey mr ru what r we Supposed to do for the asignment 2morow? I don't get itttttttt!?!?! if i dont do this asignment my mom wont let me play video games and i neeeeeed to play video games.

also wHy DiD get a 50 on the asignment from 2 wEeKs aGo???? i cant believe u wld do that to me!